



# Winsford Town Council

## Health & Safety Policy

### PART 1

#### GENERAL STATEMENT

Winsford Town Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, service users, contractors and visitors to any of its premises, sites and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility.

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek - as and when appropriate - expert technical advice on Health and Safety to assist the Town Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

#### AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

Through the Town Clerk and within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable to provide: -

- The necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work etc Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare;
- Provide a safe place of work and a safe working environment;
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities;
- Systems of work that are safe and without risks to health;
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely; and
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

## PART 2

### ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

The Town Clerk shall have **overall responsibility** for deciding and ensuring the implementation of this policy and for securing the health, safety and welfare of the general public when using Town Council services; all employees of Winsford Town Council; visitors to Council-owned properties and – via contractors/sub-contractors – those members of the public affected by work being done by the Town Council.

#### ***As the Council's Safety Officer, the Town Clerk will: -***

- Be aware of his/her legal duties towards health, safety and welfare at work, ensure that all employees and elected Members know and understand their duties under Health and Safety legislation and that they fully implement this policy;
- Be responsible for co-ordinating, monitoring and ensuring compliance with this policy;
- Produce an annual report to the Council on the effectiveness of this policy;
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this Policy;
- Make effective arrangements to implement this policy;
- Regularly review the effectiveness of this policy and of employees responsible to him/her for various aspects of health and safety;
- Promote an interest in and enthusiasm for health and safety throughout the Council, thereby creating a strong safety culture;
- Ensure that matters of health and safety are regularly discussed at meetings of the Town Council;
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures;
- Request contractors supply a written method statement prior to starting works and signing off on each method statement provided;
- Maintain a file of risk assessments;
- Provide adequate arrangements for consultation with employees;
- Ensure appropriate health and safety induction is provided for all new employees;
- Make effective arrangements to ensure those contractors working for the Council comply with all reasonable Health and Safety at Work requirements;
- Provide all contractors with a copy of this policy;
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
- Maintain a central record of notified accidents;
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure; and
- Act as the contact and liaison point for the Health and Safety Inspectorate.

**All Town Council employees will: -**

All employees have legal duties placed on them by the Health & Safety at Work etc. Act 1974, as well as other relevant health and safety legislation to: -

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Use all machinery, equipment, materials/substances, transport, personal protective equipment and safety device(s) provided by the Council in accordance with any relevant requirement, training, information or instruction given;
- Follow any safe systems and procedures put in place by the Council via specific instruction, risk assessment etc.;
- Inform a responsible person<sup>1</sup> of any work situation or equipment defect which they would consider to be a serious or immediate danger to a person's health and/or safety and withdraw from danger
- Inform a responsible person<sup>2</sup> of any deficiency in the Council's protection arrangements for health and safety area;
- Co-operate with the Council, so far as is necessary to enable the Council to comply with their statutory duties for health and safety;
- Will be provided with appropriate training, information and instruction to enable them to work in a safe manner;
- Will be issued with any appropriate personal protective equipment free of charge;
- Must not remove or interfere with any device provided to protect a person's health and safety; and
- Will ensure that personal protective equipment and tools issued to them are maintained in good condition. (Any defects must be reported promptly)

**All Contractors/Sub-Contractors will: -**

- Cooperate fully with the aims and requirements of this policy and also comply with Codes of Practice or work instructions for Health and Safety;
- Conduct their work in accordance with the current Health and Safety legislation, approved Codes of Practice and Guidance Notes etc, in addition to the contents of the Council's own policy and/or specific method statements;
- Provide a method statement prior to starting works which should be signed off by the Town Clerk;
- Report to the reception areas or to the person in control of the premises prior to work commencing or to the Town Clerk (as appropriate);
- Ensure that all their employees are familiar with emergency procedures and evacuation procedures;

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<sup>1</sup> In this case a 'responsible person' means the Town Clerk and/or the Administrative Officer

<sup>2</sup> See above

- Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available;
- Take reasonable care for the Health and Safety of other people who may be affected by their activities, including members of the public/pedestrians by providing adequate signage and information of the work being done;
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;
- Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety;
- Provide a copy of their own Safety Policy prior to appointment; and
- Report any accidents or hazardous incidents to the Town Clerk as and when they occur.

***All Visitors to the Town Council will: -***

- Report to the Reception area or the person in control of the building before entering the 'non-public' areas;
- Make themselves familiar with emergency and evacuation procedures; and
- Wear appropriate safety clothing and personal protective equipment when entering designated hazardous areas<sup>3</sup>

***Disabled Persons***

The Council recognises its responsibility to people with a disability and will, so far as is reasonably practicable, carry out alterations to the workplace and public areas to ensure the health and safety of such employees/members of the public/others. Where alterations cannot be carried out, safety procedures will be implemented in respect of identified hazards<sup>4</sup>

This policy was approved by Winsford Town Council on 20<sup>th</sup> March 2017.

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<sup>3</sup> These items will be made available [free of charge] by the Council for the duration of a visit

<sup>4</sup> Due to the old style properties and constraints imposed under listed buildings legislation, restricted access to some areas will be necessary in the interests of health and safety